

# Supporting Statement for Paperwork Reduction Act Submissions

Housing Counseling Federal Advisory Committee (HCFAC)  
Office of Housing Counseling  
U.S. Department of Housing and Urban Development  
OMB Control Number 2502-0606  
90005-HCFAC

## A. Justification

1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.

HUD established the Housing Counseling Federal Advisory Committee, as mandated by the Expand and Preserve Homeownership through Counseling Act, Public Law 111–203, title XIV, § 1441, July 21, 2010, 124 Stat. 2163 (Act), 42 USC 3533(g). The appropriate sections of the Act are attached.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

The information to be collected uses The Housing Counseling Federal Advisory Committee (HCFAC) Membership Application Form 90005-HCFA. The information will be used by HUD's Office of Housing Counseling to select and recommend to the Secretary for appointment the members of the Housing Counseling Federal Advisory Committee to ensure the members meet the requirements of the Expand and Preserve Homeownership through Counseling Act and of the Federal Advisory Committee Act. Nominations may be made by agency officials, members of Congress, the general public, professional organizations, and the nominee. Nominations can be made anywhere in the country

3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

Interested parties will be able to submit the HCFAC Membership Application Form electronically through email as well as through regular mail. No other automated or electronic methods will be used. The Office of Housing Counseling determined the email submissions make the submission on the HCFAC Membership Application Form easier and therefore reduces burden. A secure SharePoint site will be established for the storage of these data.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above

There is no duplication. As this is a new Federal Advisory Committee, there is no similar information available.

.5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), describe any methods used to minimize burden.

There is no impact on small business or other small entities as the potential respondents are individuals.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

If this information on the HCFAC Membership Application Form is not collected, HUD's Office of Housing Counseling will not be able to select and recommend to the Secretary for appointment the members of the Housing Counseling Federal Advisory Committee to ensure the members meet the requirements of the Expand and Preserve Homeownership through Counseling Act and of the Federal Advisory Committee Act.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

\* requiring respondents to report information to the agency more often than quarterly;

\* requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;

\* requiring respondents to submit more than an original and two copies of any document; \* requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;

\* in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;

\* requiring the use of a statistical data classification that has not been reviewed and approved by OMB;

\* that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or

\* requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

The information will not be collected more than quarterly and will not require written response, retention of records, submission of confidential information, etc. It is not a statistical survey. There is no pledge of confidentiality. Respondents will not be asked to submit proprietary trade secrets or confidential information.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

Both 60-day and 30-day notices were published. No comments were received.

FR-5687-N-08 Notice of Proposed Information Collection; Comment Request: The Housing Counseling Federal Advisory Committee Membership Application (3-5-2013)

FR-5683-N-46 30-Day Notice of Proposed Information Collection: The Housing Counseling Federal Advisory Committee Membership Application (6-18-2013)

Persons outside the agency were consulted as to their actual experiences completing the Membership form.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

No payment or gifts will be provided to the respondents. Members of the Committee shall serve without pay but shall receive travel expenses including per diem in lieu of subsistence as authorized by 5 U.S.C 5703.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

The HCFAC Membership Application Form and instructions assures the respondents that all information will be kept confidential. The HCFAC Membership Application Form does not ask for social security numbers nor will the social security numbers be requested at any time in the process.

Members will be designated as Special Government Employees (SGE). Individuals who serve on advisory committees as SGEs are appointed to a committee to exercise their own individual best judgment on behalf of the Government. It is expected that SGEs will discuss and deliberate in a manner that is free from conflicts of interest.

Members of the Committee shall be screened by HUD prior to appointment. The screening will include conflict of interest issues, financial issues and other ethics issues. Members will be required to adhere to the conflict of interest rules applicable to Special Government Employees as such employees are defined in 18 U.S.C. Section 202(a). The rules include relevant provisions in 18 U.S.C. related to criminal activity, Standards of Ethical Conduct for Employees of the Executive Branch (5 CFR part 2635), and Executive Order 12674 (as modified by Executive Order 12731).

Applicants must state in their application that they agree to submit to these pre-appointment screenings which include the submission of form OGE-450 (Confidential Financial Disclosure Report). The Office of General Counsel will receive and review the submitted forms. Any information related to the screening will be kept confidential. A secure SharePoint site has been set-up to store the applications and other member information, not including the OGE-450 which will be maintained by the Office of General Counsel.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from who the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature. The respondents are told that any demographic information is optional.

Selection of members is based on candidates' qualifications to contribute to the accomplishment of HCFAC's as reflected in the Mission Statement. In accordance with the Federal Advisory Committee Act, HCFAC membership will be balanced to include a broad representation of geographic areas within the U.S., with equitable representation of the sexes, ethnic and racial minorities, and the handicapped. Nominees must be U.S. citizens, and cannot be full-time employees of the U.S. Government.

According to the Expand and Preserve Homeownership through Counseling Act The HCFAC shall consist of no more than 12 individuals. The membership will equally represent the mortgage and real estate industry including consumers, and housing counseling agencies certified by the Secretary

12. Provide estimates of the hour burden of the collection of information. The statement should:

\* Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour

burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

\* If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens in Item 13 of OMB Form 83-I.

\* Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included in Item 13.

<b>Information Collection</b>	<b># of Respondents</b>	<b>Annual Responds</b>	<b>Burden Hour per Respondent</b>	<b>Total Burden Hours</b>	<b>Hourly Cost**</b>	<b>Total Annual Cost</b>
<b>HCFAC Membership Application</b>	<b>150</b>	<b>150</b>	<b>50</b>	<b>150</b>	<b>\$35.38</b>	<b>\$5,307</b>
<b>OGE-450</b>	<b>12</b>	<b>12</b>	<b>50</b>	<b>24</b>	<b>\$35.38</b>	<b>\$849</b>
<b>Total</b>	<b>162</b>	<b>162</b>	<b>1</b>	<b>174</b>	<b>70.76</b>	<b>6,156</b>

13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

\* The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should take into account costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the time period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling and testing equipment; and record storage facilities.

\* If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate. In developing cost burden estimates, agencies may consult with a sample of respondents (fewer than 10), utilize the 60-day pre-OMB submission public comment process and use existing economic or regulatory impact analysis associated with the rulemaking containing the information collection, as appropriate.

\* Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide

information or keep records for the government, or (4) as part of customary and usual business or private practices.

There is no cost to the respondents.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information. Agencies may also aggregate cost estimates from Items 12, 13, and 14 in a single table.

The annual cost to the Federal Government is .5 FTE for \$36,923

15. Explain the reasons for any program changes or adjustments reported in Items 13 or 14 of the OMB Form 83-I.

The only adjustments were due to changes in annual and hourly GS 13-1 rates.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

No results will be published.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

A request "not to display the expiration date" has not been made,

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

There are no exceptions to the certificate statement identified in Item 19 of the OMB Form 83-1.

## **B. Collections of Information Employing Statistical Methods**

The agency should be prepared to justify its decision not to use statistical methods in any case where such methods might reduce burden or improve accuracy of results. When Item 17 on the Form OMB 83-I is checked, "Yes," the following documentation should be included in the Supporting Statement to the extent that it applies to the methods proposed:

1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected

response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.

2. Describe the procedures for the collection of information including:

- \* Statistical methodology for stratification and sample selection,
- \* Estimation procedure,
- \* Degree of accuracy needed for the purpose described in the justification,
- \* Unusual problems requiring specialized sampling procedures, and
- \* Any use of periodic (less frequent than annual) data collection cycles to reduce burden.

3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.

4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.

5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.